



# Home Occupation Permit (HOP) Application Checklist

## General Information

Home Occupations are defined by the Zoning Regulations (11 DCMR B-100.2) as: an accessory use, including a business, profession, or other economic activity, which is conducted full-time or part-time in a dwelling unit or its accessory structure that serves as the principal residence of the practitioner.

The purposes of home occupation provisions per the Zoning Regulations shall be to allow home occupations as accessory uses to residential uses; provided, that they are compatible with the residential neighborhood in which they are located. The intent is to protect residential areas from adverse effects of activities associated with home occupations, while permitting residents of the community the opportunity to use the home as a workplace and source of livelihood under specific regulatory conditions.

Cumulative impacts of multiple HOPs in a residence will be considered as part of the review process. HOPs are non-transferable between persons or addresses. Any changes in the content of the application for an issued permit (type of business, number of employees, number of persons served, hours of operation, etc.) will require a new HOP application submission and review process.

## Application Requirements and Review Process

Please review the following steps for completing and submitting the Home Occupation Permit (HOP) application:

1. Applicant must submit a fully completed HOP application through the DCRA Citizen Access Portal (<https://aca20.dcr.dc.gov/CitizenAccess/Default.aspx>), in addition to all required supporting documentation (see a-d below). Note that HOP applications submitted by anyone other than the named applicant, for whom the premises is their primary residence, will not be accepted.
  - a. If applicant is a tenant of the residence, please attach proof of residency. Acceptable documents include:
    - Driver's license or identification card issued by the District of Columbia.
    - Gas or electric utility bill.
  - b. If the applicant is presently operating a business in the residence, please provide the HO numbers and/or attach to the application a copy of all existing HOPs.
  - c. If the proposed business is a Corporation, please attach to the application a copy of the Articles of Incorporation, Listing of Corporate Officers, and Letter of Good Standing.
    - The Letter of Good Standing is obtainable from the CorpOnline site at <https://corp.dcr.dc.gov>.
  - d. If the applicant classifies themselves as a licensed professional, please attach a copy of the license to practice in the District of Columbia. Examples of professions requiring professional licensure include, but are not limited to:
    - Attorney

- Medical Doctor
  - Dentist
  - Certified Public Accountant (CPA)
  - Registered Nurse (RN)
  - Funeral Director
  - Real Estate sales
  - Architects
- e. If the proposed business is a Child Development Home (CDH) as defined by 11 DCMR B-100, please attach to the application the required written and graphic fire evacuation plans and a copy of the applicant's driver's license.
- Please visit <https://dcra.dc.gov/service/childcare-permitting-regulations> for additional information about childcare operations and to review fire evacuation plan checklists.
2. The application will be reviewed by the Office of the Zoning Administrator (OZA) within one (1) business days and the OZA will notify the applicant of the status of the application.
3. If the proposed business is a Child Development Home (CDH), a DCRA fire safety inspection is required to:
- a. Verify the home's compliance with Appendix M of the Building Code.
  - b. Review the fire evacuation plans and stamp on site if approved.
    - The inspection will be scheduled after preliminary review of the submitted plans
4. When the OZA review and any required inspections are approved, the application will be prepared for digital issuance.

Please visit <https://dcra.dc.gov/service/home-occupation-permits> to learn more about the HOP application process, submission requirements, payment information, and more.

### **HOPs and Business Licensing**

An Expedited HOP (EHOP) process is available as part of the online business licensing process for the home offices of the following occupation types: businessperson; salesperson; independent consultant; journalist; writer; typing, word processing, or computing programming services; telemarketing services. Please visit <https://business.dc.gov/quick/1457> for more information and to begin the process. Please visit <https://dcra.dc.gov/page/registration-and-licensing-services-businesses> for more information on licensing services.